

Note on Seeking Application Fee Waiver

Our understanding is that all application fee waivers that are available are listed within the online application. To seek a waiver, we suggest that you do the following steps on the indicated timeline. If you do not, your application fee may not be waived by the application deadline. Consequently, your application may not be included in the application dataset that the program exports from the Graduate School's database on the day after the application deadline. If your application is not in that dataset at that time, the program may not be aware of your application when they are making admission decisions.

Here are the steps and times at which we recommend that you do them:

- A) **No later than 3 weeks before the application deadline** for the program for which you are applying: start the Graduate School online application by creating an account (see "Complete **Auburn University's Graduate Application online**" under "Application Requirements" in our [general application instructions](#)). This step is necessary because you must have an application account in order for the fee waiver to be processed.
- B) **On the same day you do step A above**: move through the online application until you find information regarding a particular application fee waiver – if any – that you qualify for. Follow the directions to apply for the waiver, which may include checking a box and uploading documentation supporting your eligibility for the waiver. After viewing this information within the application, if it is not clear what document(s) you need to upload for this purpose, contact the Graduate School (gradadm@auburn.edu) and explain that you have read the information in the online application but you still are not certain exactly what documentation you must upload for that particular waiver option. Ask them to clarify.
- C) **On the same day you do step A and B above**, arrange to get any documentation that you must upload for this purpose from the appropriate issuing institution. If someone must provide it to you, make sure that they know the date by which you need it in order for you to upload it to your online application prior to your program's application deadline.
- D) As soon as you have all required documentation, upload it to your online application where you are prompted to do so (probably in the application-fee-related section). You must do this before you "submit" the online application. We suggest that you submit the online application no later than one day before the application deadline date. The earlier you submit it, the more likely it is that the waiver will be credited to your application fee in time for your application to appear in the dataset of applications being considered.
- E) **Essential additional step**: If you submit an online application on which you checked the box for an application fee waiver and uploaded any documentation required for that particular waiver, **immediately after you submit the application send an e-mail to bryangt@auburn.edu with subject "Application Submitted with Waiver Request"**. In that message, indicate your name, the date you submitted the application, the name of the PhD or MS program for which you are applying, and the name of the application fee waiver that you requested (e.g., "McNair application fee waiver"). **This is essential to ensure that your application will be included timely in the active applicant pool.**